

REQUEST FOR CLARIFICATION

Invitation To Negotiate (ITN) Number 32-973-400-Z

June 15, 2001

The Department of Management Services requests potential Service Providers provide price clarification for the referenced ITN. The Department's sole purpose for this request is to eliminate irregularities, informalities or apparent clerical mistakes in Cost Responses.

Due Date. Revised price sheets are due to the Department not later than 4:00 PM EDT, Wednesday, June 20, 2001.

Response Address: Mr. Robert Hosay, Attorney
Department of Management Services
4050 Esplanade Way, Suite 325
Tallahassee, Florida 32399

Response Format. Provide one (1) original and ten (10) copies of the completed price sheet (attached). Submit one (1) electronic copy in Microsoft Office 97 or 2000 on 3½inch diskette or CD ROM. Label shall be clearly marked "Cost Response Clarification Request, ITN 32-973-400-Z".

Price Sheet. Modifications to the price sheet are not acceptable and will not be evaluated. Incomplete price sheets will not be evaluated (i.e., all tasks must contain a firm-fixed price). Price sheet with bottom line total only is not acceptable and will not be evaluated. Price sheets not evaluated will receive 0 points for Factor C1.

Payroll Production. Payroll production pursuant to SOO 4.3.3 **must** be priced; however, the price **must not** be included in the Total for Task 3. Also, the price for payroll production pursuant to SOO 4.3.3 **must not** be included in the Total, Five Year Total and Grand Total. Refer to below price sheet for guidance.

Additional Interface. An "Additional Interface" cost must be provided for implementing an interface with BOSP should BOSP update their general ledger system during the term of the subject matter potential contract. The cost must be priced as a one-time charge for the year it is implemented. The Additional Interface cost must not be included in totals.

Firm Fixed Price. The Department seeks a **firm-fixed price** for the SOO requirements. Any assumptions addressed other than those below will not be evaluated.

Assumptions. The only acceptable assumptions are addressed as follows and must be priced:

- 120,017 employees to be serviced.
- Contract for 5-year term.

- State will have a project manager for accountability purposes.
- State will not provide any assets to a service provider for performing requirements under this ITN.
- Any modifications/change requests necessary for implementation are included in price.
- Any services rendered by a subcontractor are included in price.
- Services outside normal business hours are included in price.
- All costs of employee service center(s) are included in price.
- All contingency operations components pursuant to SOO 4.10 Task 10 are included in price.
- All services should be provided in English at a minimum.
- Service provider will provide and maintain all necessary systems for the requested services for the contract term; we are procuring a service, not a system.
- At contract expiration or termination the service provider will provide access and assistance in transitioning all data and other proprietary State materials back to the State or another Service Provider.
- Any hardware or software necessary for performing the required services is included in price.
- Due diligence and blueprinting costs are included in price.
- Postage, printed materials, courier services, communication expenses, travel and travel related out-of-pocket expenses are included in price.
- Key state personnel will be available for transition and implementation oversight and coordination.
- Managers working for the State will have web access in order to leverage manager self-service.
- If necessary, data conversion for SOO 4.8 Task 8: Records, is included in price.
- Training costs pursuant to SOO 4.7.2 is included in price.
- Assume data provided in ITN is accurate.
- You should assume that any issue not addressed in this list is included in price.

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Task 1	Global	Not Separately Priced				
Task 2	Transition					
	Total (Task 2)					
Task 3	Payroll Administration					
3.1	Time/Attendance/Leave	\$	\$	\$	\$	\$
3.2	Payroll Preparation	\$	\$	\$	\$	\$
	Total (Task 3.1-3.2)	\$	\$	\$	\$	\$
3.3	Payroll Production	\$	\$	\$	\$	\$
Task 4	Benefits Management					
4.1	Benefits and Enrollments	\$	\$	\$	\$	\$

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
4.2	Process Retirement Benefits	\$	\$	\$	\$	\$
4.3	Process Workers Compensation	\$	\$	\$	\$	\$
4.4	Administer Supplemental Insurance	\$	\$	\$	\$	\$
	Total (Task 4)	\$	\$	\$	\$	\$
Task 5	Human Resource Administration					
	Total (Task 5)	\$	\$	\$	\$	\$
Task 6	Employee Relations					
	Total (Task 6)	\$	\$	\$	\$	\$

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
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Task 7 Staffing Administration

7.1	Recruitment and Selection Applicant Management	\$	\$	\$	\$	\$
7.2	Employee In/Out-Processing	\$	\$	\$	\$	\$
7.3	Facilitation/ Clerical Support	\$	\$	\$	\$	\$
	Total (Task 7)	\$	\$	\$	\$	\$

Task 8 Records

		\$	\$	\$	\$	\$
8.1	Historical Personnel Records Storage and Maintenance	\$	\$	\$	\$	\$
	Total (Task 8)	\$	\$	\$	\$	\$

Year 1

Year 2

Year 3

Year 4

Year 5

Task 9 Interface Requirements

Total (Task 9)	\$	\$	\$	\$	\$
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Task 10 Contingency Operations

Total (Task 10)	\$	\$	\$	\$	\$
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<u>Total</u> <i>(add all tasks totals for each year)</i>	\$	\$	\$	\$	\$
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<u>Five Year Total</u> <i>(add totals for all five years from line above)</i>	\$
- Discounts(if any)	\$
<u>GRAND TOTAL</u>	\$

			<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
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Task 11 Additional State Entity Users – State Option

Total Price per User

\$	\$	\$	\$	\$
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Additional Interface

\$	\$	\$	\$	\$
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